

OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • (805) 385-1501



THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

Mr. Paul Robinson, Chair
Mr. Ernest Morrison, Vice Chair
Mr. Denis O'Leary, Member

AGENDA
REGULAR MEETING
Thursday, September 11, 2025

3:30 p.m. Regular Meeting
Board Room of the ESC
1051 South A Street, Oxnard, CA 93030

REGULAR MEETING

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

Section A: ORDER OF BUSINESS

A.1 Call Meeting To Order

A.2 Roll Call

A.3 Adoption of the Agenda

A.4 Approval of Minutes for August 14th, 2025 meeting (Pages 5-12)

Section B: COMMENTS BY THE PUBLIC

Public Comment provides the public an opportunity to address the Personnel Commission (“Commission”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Ashley Ayala, After School Program Site Coordinator (Page 13)

The Personnel Commission will ratify the advanced step placement for Ashley Ayala, After School Program Site Coordinator

C.2 Advanced Step Placement for Soledad Cruz Ramos, After School Program Site Coordinator (Page 14)

The Personnel Commission will ratify the advanced step placement for Soledad Cruz Ramos, After School Program Site Coordinator

C.3 Advanced Step Placement for Ritichel Schultz, Health Care Technician (Page 15)

The Personnel Commission will ratify the advanced step placement for Ritichel Schultz, Health Care Technician

C.4 Advanced Step Placement for Melissa Ambriz, Paraeducator Special Education (Page 16)

The Personnel Commission will ratify the advanced step placement for Melissa Ambriz, Paraeducator Special Education

C.5 Advanced Step Placement for Shenee Randolph, Paraeducator Special Education (Page 17)

The Personnel Commission will ratify the advanced step placement for Shenee Randolph, Paraeducator Special Education

C.6 Advanced Step Placement for Estrella Bravo, Paraeducator Special Education (Page 18)

The Personnel Commission will ratify the advanced step placement for Estrella Bravo, Paraeducator Special Education

- C.7 Advanced Step Placement for Marisol Cortez, Paraeducator Special Education (Page 19)**
The Personnel Commission will ratify the advanced step placement for Marisol Cortez, Paraeducator Special Education
- C.8 Advanced Step Placement for David Simmons, Paraeducator Special Education (Page 20)**
The Personnel Commission will ratify the advanced step placement for David Simmons, Paraeducator Special Education
- C.9 Classification Revision for Avid Tutor (Pages 21-24)**
The Personnel Commission will consider revisions to the Avid Tutor Classification
- C.10 New Classification - District Chef (Pages 25-31)**
The Personnel Commission will consider the New Classification - District Chef
- C.11 Eligibility Lists (Pages 32-36)**
The Personnel Commission will review certification of eligibility lists.

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

- D.1 The Personnel Commission will review revision on Rule 60.100.2 - Duration of Probationary (First Reading) (Page 37-39)**
The Personnel Commission will review revision on Rule 60.100.2 - Duration of Probationary (First Reading)
- D.2 Personnel Actions (Page 40-44)**
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.
- D.3 Report by CSEA**
CSEA may report on Human Resources issues of interest to the Personnel Commission.
- D.4 Report by Assistant Superintendent, Human Resources**
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the Personnel Commission.
- D.5 Director's Report**
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
- D.6 Report by Commissioners**
The Commissioners will report on issues concerning Commission administration.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission

Section F: CLOSED SESSION

The Personnel Commission will convene to closed session for the following items:

F.1 Pursuant to Section 54956.9 and 54957 of the Government Code the Commission will consider a Personnel matter concerning:

- Conference with Legal

Case number for the closed session: S.T. v. Oxnard SD, et al., Case #2023-CUOE01590

- Public Employee Evaluation: Director, Classified Human Resources.

F.2 Reconvene to open session and report out of closed session.

The Commission will report on any action taken in closed session.

Section G: ADJOURNMENT

OXNARD SCHOOL DISTRICT

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THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

Mr. Paul Robinson, Chair
Mr. Ernest Morrison, Vice Chair
Mr. Denis O'Leary, Member

MINUTES
REGULAR MEETING
Thursday, August 14, 2025

3:30 p.m. Regular Meeting
Board Room of the ESC
1051 South A Street, Oxnard, CA 93030

REGULAR MEETING

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

Section A: ORDER OF BUSINESS

A.1 Call Meeting To Order

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, August 14, 2025 in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Robinson at 3:31 p.m.

A.2 Roll Call

Commissioners: Paul Robinson, Chairman of the Personnel Commission; Ernest Morrison, Vice Chair of the Personnel Commission; Denis O'Leary, Member of the Personnel Commission
Staff: Dr. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resources Analyst; Jena Becker, Human Resources Analyst

Guests: Dr. Scott Carroll, Assistant Superintendent of Human Resources; Allison Cordes, Director of Certificated Human Resources; Kristen Pifko, Assistant Superintendent of Business and Fiscal Services; Lydia Lugo, Executive Assistant to the Superintendent; Victor Centeno, CSEA President; Jerry Tejada, CSEA Vice President , Lisa Towery, Labor Relations Representative

A.3 Adoption of the Agenda

The agenda of Thursday August 14, 2025 was adopted as presented

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

A.4 Approval of Minutes for July 10th, 2025 meeting (Pages 4-10)

The minutes for July 10th, 2025 were approved as presented

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

Dr. Adalberto Fuentes, Director of Classified Human Resources introduced Ms. Kristen Pifko the new Assistant Superintendent of Business and Fiscal Services to the Personnel Commission. He also played the Welcome Back video from Dr. Anabolena DeGenna, Superintendent

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Sabrina Madrid, Campus Assistant (Page 11)

The Personnel Commission took action to approve the advanced step placement for Sabrina Madrid, Campus Assistant at Step D of Campus Assistant classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.2 Advanced Step Placement for Jason Whittenton, Campus Assistant (Page 12)

The Personnel Commission took action to approve the advanced step placement for Jason Whittenton, Campus Assistant at Step E of Campus Assistant classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 0 - None

Motion Result: Passed

C.3 Advanced Step Placement for Nadia Lam, Health Care Technician (Page 13)

The Personnel Commission took action to approve the advanced step placement for Nadia Lam, Health Care Technician at Step E of Health Care Technician classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.4 Advanced Step Placement for Jenna Becker, Human Resources Analyst (Page 14)

The Personnel Commission took action to approve the advanced step placement for Jenna Becker, Human Resources Analyst at Step D of Human Resources classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 0 - None

Motion Result: Passed

C.5 Advanced Step Placement for Evelyn Cano, Paraeducator General Education (Page 15)

The Personnel Commission took action to approve the advanced step placement for Evelyn Cano, Paraeducator General Education at Step E of Paraeducator General Education classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.6 Advanced Step Placement for Alan Morales, Paraeducator Special Education (Page 16)

The Personnel Commission took action to approve the advanced step placement for Alan Morales, Paraeducator Special Education at Step D of Paraeducator Special Education classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

C.7 Advanced Step Placement for Alma Barragan, Paraeducator Special Education (Page 17)

The Personnel Commission took action to approve the advanced step placement for Alma Barragan, Paraeducator Special Education at Step C of Paraeducator Special Education classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary
Second: Ernest Morrison
Moved To: Approve
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary
Motion Result: Passed

C.8 Advanced Step Placement for Elizabeth Segura, Speech Language Pathology Assistant (Page 18)

The Personnel Commission took action to approve the advanced step placement for Elizabeth Segura, Speech Language Pathology at Step E of Speech Language Pathology classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary
Second: Ernest Morrison
Moved To: Approve
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary
Motion Result: Passed

C.9 Eligibility Lists (Pages 19-34)

The eligibility lists of After School Program Site Coordinator, Child Nutrition Worker II (Cook), Custodian, Paraeducator - General Education, Paraeducator - Special Education, Plumber, Mental Health Clinician, Child Nutrition Cafeteria Coordinator, Bus Driver, Speech Language Pathology Assistant, School Occupational Therapist, were approved as presented.

Mover: Denis O'Leary
Second: Ernest Morrison
Moved To: Approve
Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary
Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1 Report by CSEA

Victor Centeno, CSEA President, reported he is looking forward to working with Dr. Scott Carroll, Assistant Superintendent, Human Resources to understand and explore a way to create OSD positions and stop spending millions of dollars on agency hired paraeducators who support OSD students. Two main interests would be cost control and providing jobs for members, especially given declining enrollment linked to immigration issues. He also shared there are two Union Stewards who have completed training, Jerry Tejada, CSEA Vice President and Porfirio Ramirez, Plumber for the District, they will be working along side Ms. Lisa Towery, Labor Relations Representative.

D.2 Report by Assistant Superintendent, Human Resources

Dr. Scott Carroll, expressed his appreciation to all staff that contributed to summer school and preparations for the new school year. A vast majority are classified staff who dedicate their time to getting the schools ready while others might be enjoying summer at the beach. Their dedication ensures that schools are ready to welcome the students and staff for a successful start to the year. He was pleased to hear positive feedback regarding the new professional development opportunities offered to classified, as such opportunities have not traditionally been the norm for this group. Lastly, he appreciates the opportunity to work with CSEA noting that they're a good problem solving team. He highlighted the significant progress they've gotten in the short period of time, and feels that both teams are in a good place to keep doing so.

D.3 Director's Report

Dr. Adalberto Fuentes shared the active recruitments at the moment, and welcomed Jenna Becker to the team. He mentioned she has dove into the job, and has been doing an awesome job in the three weeks since she joined the team. He also commented on the Professional Development opportunities offered to classified staff through collaboration with the district, and the positive feed back from the staff who attended. Dr. Fuentes has met individually with most of the team members to set goals for this upcoming year. He mentioned Administrators will be visiting school sites on Tuesday the first day of school, he will be attending Lopez Academy welcoming back the, students and parents.

D.4 Report by Commissioners

Commissioner Denis O'Leary wished everyone luck on the start of the new school year. Commissioner Ernest Morrison, mentioned the alignment for this school bringing up the video from Dr. DeGenna and the directive from the Board, connection, care and continued achievement. He would like for every classified staff to feel part of the team, everyone's role is important, creating the environment, safety, and maybe having a conversation to get the ball rolling, and see how to support with this, and make them feel a part of the District's Big Picture. Commissioner Paul Robinson - Agrees with Commissioner Morrison in sharing the interconnection of every staff member. He also welcomed back everyone to this new school year 2025-2026. He also hopes that things are better for the families in our community. Having a safe and calm student, promotes a prosperous education, and the overall well being of the students short term and long term effects. Commissioner also thanked Dr. DeGenna for the Welcome Back Video.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Section F: CLOSED SESSION

F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a

personnel matter concerning:

The Commission convened into close session at 4:20 p.m.

F.2 Reconvene to open session and report out of closed session.

The Commission reconvened at 5:15 p.m. into open session and reported no action was taken in close session

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 5:16 pm.

Mover: Denis O'Leary

Secunder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

Dr. Adalberto Fuentes
Director, Classified Human Resources and
Secretary to the Personnel Commission

By our signature below, given on this _____ day of _____, 20____, the Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of August 14, 2025.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Ashley Ayala, After School Program Site Coordinator

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Enrichment and Special Programs department for the After School Program Site Coordinator position. Ashley Ayala was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Education: MS in Counseling and Pupil Personnel Services with PPS Credential.
- Experience: Over 4 years of related experience.

The minimum qualifications for the classification are:

- Education: Equivalent to the completion of an Associate degree.
- Experience: Two years of increasingly responsible experience working with school aged children, families, and community.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the After School Program Site Coordinator position on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Soledad Cruz Ramos, After School Program Site Coordinator

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Enrichment and Special Programs department for the After School Program Site Coordinator position. Soledad Cruz Ramos was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Education: B.A. in Child Development
- Experience: Almost 5 years of related experience.

The minimum qualifications for the classification are:

- Education: Equivalent to the completion of an Associate degree.
- Experience: Two years of increasingly responsible experience working with school aged children, families, and community.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the After School Program Site Coordinator position on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Ritchel Schultz, Health Care Technician

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy for the Health Care Technician position for the Pupil Services department. Ritchel Schultz was selected for the position by the hiring authority and is being recommended to start at Step D of the classified salary schedule based on the following:

- Experience: About 5 and a half years of experience as a registered nurse.
- Education: AA Degree in Nursing and a Registered Nurse.
- Difficult to fill recruitment.

The minimum qualifications are:

- Experience: Experience equivalent to six months working in acute care coupled with some clerical background is preferred.
- Education: Licensed as a Vocational Nurse or Registered Nurse in California.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for at Step D of the Health Care Technician classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Melissa Ambriz, Paraeducator Special Education

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Melissa Ambriz was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: About 2 years of related experience.
- Education: B.A. in Psychology.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Shenee Randolph, Paraeducator Special Education

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Shenee Randolph was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: About 3 years of related experience.
- Education: Some college coursework.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Estrella Bravo, Paraeducator Special Education

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Estrella Bravo was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: About 5 years of related experience.
- Education: A.A. degree in Sociology.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for Marisol Cortez, Paraeducator Special Education

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. Marisol Cortez was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: About 2 years of related experience.
- Education: Master's degree in Biomedical Sciences.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Advanced Step Placement for David Simmons, Paraeducator Special Education

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Paraeducator Special Education position. David Simmons was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: About 3 years of working with children.
- Education: AA degree and RBT certification.

The minimum qualifications for the Paraeducator Special Education classification are:

- Experience: One year of experience working with school-age children in an organized educational, health, childcare, or other structured setting is desirable.
- Education: Graduation from high school or equivalent and one of the following:
 - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
 - Attainment of an Associate of Arts degree or higher degree; or
 - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

Classification Revision for Avid Tutor

The Assistant Superintendent of Educational Services inquired about the Education Code requirements for AVID Tutor positions. Upon review, the Director of Classified Human Resources identified that the existing AVID Tutor job description was outdated and no longer aligned with current provisions of the Education Code. The minimum qualifications have been revised to comply with Education Code requirements. In addition, the format and content of the job description were updated to better reflect the scope of duties performed by employees in this classification.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends that the Personnel Commission approve the revisions to the AVID Tutor classification in order to bring the minimum qualifications and job description into alignment with Education Code.

ADDITIONAL MATERIALS:

Attached: [AVID Tutor - JD NEW.pdf](#)
[Avid Tutor 08.2014.pdf](#)



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

JOB DESCRIPTION

AVID Tutor

Purpose of Position

Supports AVID students in developing academic skills, study habits, and personal confidence for success in secondary school and preparation for college. Provides small group and individual tutoring using AVID methodologies, assists students in collaborative learning strategies, and serves as a positive role model to encourage high academic achievement.

Supervision

- Receives supervision from the site Principal and AVID Coordinator.
- Works under the direction of the AVID Elective Teacher during classroom tutorials.

Essential Functions

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

- Facilitates small group and individual tutorials using AVID's collaborative learning strategies and inquiry process.
- Reviews student notes, binders, and assignments with students to identify and address learning needs.
- Guides students through the writing process including brainstorming, clustering, revision, and editing.
- Instructs students in organization and study skill techniques consistent with AVID methodologies.
- Uses questioning techniques to support student problem-solving and critical thinking in core academic subjects.
- Models academic expectations by maintaining professional conduct, punctuality, and preparation for tutoring sessions.
- Attends and participates in AVID tutor training sessions and site meetings.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- AVID methodologies and collaborative learning strategies.
- Note-taking, study skills, and organizational techniques.
- Core secondary-level academic subjects in English, mathematics, science, and social studies.
- Correct English usage, grammar, and mathematical computations.
- Interpersonal and cross-cultural communication practices.

Skills in:

- Facilitating structured tutorials using AVID methods.

- Applying questioning techniques to guide student learning.
- Supporting student understanding in core academic subjects.
- Using computers and educational technology tools (e.g., Google Workspace, Microsoft Office).

Ability to:

- Build and maintain cooperative working relationships with students and staff.
- Follow oral and written instructions.
- Communicate clearly in oral and written form.
- Learn new instructional strategies, practices, and technology related to tutoring.

Minimum Qualifications

Education and Experience

Graduation from high school or equivalency; or enrollment as a high school senior in good academic standing. A strong academic foundation in English language arts and mathematics is required, evidenced by a high school or college transcript. Enrollment in or completion of college coursework is desirable.

Licenses and Other Requirements

High school students under 18 years of age must possess and maintain a valid work permit.

Physical Requirements

Employees in this classification sit, walk, and stand for extended periods; bend, stoop, and reach to retrieve instructional materials; use hands and fingers to operate educational tools and technology; hear and speak to exchange information; and see to read a variety of materials and monitor student activities. Employees must be able to lift, carry, push, and pull objects weighing up to 20 lbs.

Working Environment

Employees in this classification work in a classroom and school campus environment with frequent interruptions and changing priorities. Work may involve direct contact with students in small groups and one-to-one settings. Employees may be exposed to noise, dust, and other classroom-related conditions, and are required to maintain professional interactions with students, staff, and the public.

FLSA Status: Exempt

Approval Date:

AVID Tutor

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DESCRIPTION:

Under direct supervision of the Principal and AVID Coordinator and with the assistance of the AVID elective teacher, performs tasks in the tutoring and mentoring of students in the AVID program.

ESSENTIAL DUTIES

1. Take an active role in developing the academic and personal strengths of AVID students.
2. Serve as a role model/mentor to AVID students by being a lifelong learner, demonstrating appropriate academic and social behaviors, and wearing appropriate attire at all times.
3. Determine from student's notes and discussions, the concepts that need to be taught or retaught.
4. Assist the classroom teacher in reviewing student binders, including calendars, class and textbook notes, etc.
5. Become familiar with the materials in the AVID Curriculum Libraries.
6. Become familiar with the textbooks and materials used by AVID students.
7. Conduct tutorial sessions.
8. Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
9. Set an example of personal excellence and high expectations for AVID students to follow.
10. Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.
11. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.

EMPLOYMENT STANDARDS

Education:

- Degree or working towards a degree in mathematics, English language arts, Science, education, or other related fields.
- Enrolled in or graduate of a technical college or university
- College students must have a minimum 2.5 GPA, evidenced by college transcript
- Must have a strong math and English language arts background, evidenced by college transcript
- College students must have a minimum of 20 college credit hours

Salary Range (exempt): \$12.27/hour

Approved: 8/2014

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section C: Action Items

New Classification - District Chef

The Director of Child Nutrition Services met with the Director of Classified Human Resources and discussed the need for a District Chef classification to support District-wide catering operations, the District food truck, and special food delivery services in alignment with District initiatives.

The purpose of the position is to plan, coordinate, and lead the District's catering operations, ensuring the preparation and delivery of high-quality, nutritionally balanced meals for District events, meetings, and special programs. The District Chef also oversees the operation of the District food truck, ensures compliance with federal, state, and local regulations, and upholds food safety and sanitation standards while providing functional direction to assigned staff

Staff conducted a compensation study on comparable positions with similar duties and qualification requirements and conducted an internal equity analysis. Based on these findings, staff determined that range 22 (\$30.94–\$37.61) on the CSEA salary schedule is appropriate for the position.

FISCAL IMPACT:

No fiscal impact \$98,762.92

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new job classification and recommended salary range 22 (\$30.94–\$37.61) for the District Chef classification.

ADDITIONAL MATERIALS:

Attached: [District Chef - JD.pdf](#)
[CSEA 25-26 Schedule District Chef.pdf](#)



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

JOB DESCRIPTION

District Chef

Purpose of Position

Under the direction of the Director or Assistant Director of Child Nutrition Services, plans, coordinates, and leads the District's catering operations, ensuring the preparation and delivery of high-quality, nutritionally balanced meals for District events, meetings, and special programs. Oversees the operation of the District food truck and coordinates special food delivery services in alignment with District initiatives. Ensures compliance with federal, state, and local regulations while upholding food safety and sanitation standards.

Supervision

- Receives supervision from the Director or Assistant Director of Child Nutrition Services.
- Provides functional and technical work direction to assigned staff.
- This position has no formal supervisory responsibilities.

Essential Functions

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

- Plans, coordinates, and leads catering operations for District meetings, events, and special programs, ensuring meals are prepared, packaged, and presented to high-quality standards.
- Designs, tests, and standardizes recipes and menus for catering and special events in alignment with nutritional guidelines and customer preferences.
- Oversees operation of the District food truck, including menu planning, scheduling, logistics, and compliance with applicable health and safety regulations.
- Coordinates and participates in the preparation, delivery, and service of meals for special programs, including community home deliveries in designated circumstances.
- Provides functional and technical direction to assigned staff during catering events, food truck operations, and meal deliveries.
- Monitors food quality, portion control, and presentation standards across school sites, catering, and food truck services.
- Trains and mentors staff on food preparation, presentation, food safety, and customer service practices.
- Maintains catering, food truck, and delivery equipment, ensuring proper cleaning, servicing, and safe operation.
- Monitors inventory, orders supplies, and manages food and non-food items to support catering and mobile food operations.
- Coordinates catering event logistics, including staffing assignments, schedules, transportation, and setup/breakdown of catering service areas.
- Maintains accurate records related to menus, production, deliveries, sales, and compliance reporting.

- Ensures compliance with federal, state, and local regulations, including USDA guidelines, HACCP protocols, and District food safety and sanitation policies.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Culinary techniques and terminology used in large-scale food preparation and catering.
- Principles of menu planning, recipe standardization, and food presentation for diverse audiences.
- USDA school nutrition program requirements, including meal pattern compliance and HACCP food safety protocols.
- Safe food handling, storage, and sanitation practices.
- Commercial kitchen, catering, and mobile food equipment maintenance.
- Inventory management and cost-control practices related to food service operations.

Skills in:

- Food preparation, serving, and storage.
- Computing required food quantities for menus.
- Customer service.
- Time management and prioritization.
- Verbal and written communication.

Ability to:

- Analyze problems, develop solutions, and adjust plans as needed.
- Learn how to use new kitchen equipment and appliances.
- Utilize a computer, copier, and learn applicable software.
- Establish cooperative relationships with students, parents, and staff.
- Work independently and collaboratively as part of a team.

Minimum Qualifications

Education and Experience

An Associate's degree or equivalent in culinary arts, nutrition, food service management, or a related field; and three years of increasingly responsible experience in large-scale food preparation, catering, or institutional food service, including experience providing functional direction to staff.

Licenses and Other Requirements

A valid California driver's license and a valid Food Safety Manager Certificate (e.g., ServSafe) at time of hire or obtained by the end of probationary period. Must maintain insurability by the District's liability insurance carrier.

Physical Requirements

Ability to lift, carry, push, and pull objects weighing up to 50 pounds; stand for extended periods of time; bend, stoop, and reach; perform repetitive hand and arm motions; hearing and speaking to exchange information; and dexterity of hands and fingers to operate kitchen equipment. Vision abilities required include close vision, color vision, and depth perception.

Working Environment

Work is performed primarily in a commercial kitchen, catering, and mobile food service environment. Exposure to heat, cold, noise, and cleaning chemicals. Requires flexibility to adjust schedule and work outside normal working hours, including evenings, weekends, holidays, and overtime, as needed to support District events, catering operations, and special initiatives. Drives a District vehicle, including the food truck, to various locations. May be required to drive in inclement weather.

FLSA Status: Non-Exempt

Approval Date:



2025-2026 Active Classifications w/Salary Ranges

Oxnard School District

RANGE CHILD NUTRITION SERVICES

- 22 District Chef
- 17 Child Nutrition Services Operations Specialist
- 16 Child Nutrition Cafeteria Coordinator
- 10 Child Nutrition Worker II (Cook)
- 7 Child Nutrition Worker

RANGE CLERICAL SUPPORT

- 20 Attendance Accounting Specialist II
- 19 District Testing & Assessment Coordinator
- 18 District Textbook Coordinator
- 17 Administrative Assistant
- 17 School Office Manager
- 16 English Learner Data Technician
- 16 Special Education Data Technician
- 15 Attendance Accounting Specialist I
- 15 Facilities Support Services Specialist
- 14 District Translator
- 13 Attendance Accounting Technician
- 13 Facilities Technician
- 13 Intermediate School Secretary
- 13 Office Assistant III
- 13 Secretary
- 12 District Office Receptionist
- 11 Library/Media Technician
- 10 Translator
- 8 Health Assistant
- 8 Language Assessment Technician (Spanish Bilingual)
- 8 Office Assistant II
- 7 Records Assistant

RANGE COMMUNITY RELATIONS

- 31 Mental Health Clinician
- 22 District Community Liaison
- 22 Outreach Specialist
- 22 Parent Support Liaison
- 22 Interpreter/Community Support Liaison-Trilingual
- 19 Special Education Service Coordinator
- 18 After School Program Site Coordinator
- 17 Family Liaison

RANGE FISCAL

- 22 Position Control Specialist
- 21 Senior Payroll Technician
- 20 Accounting Specialist IV
- 18 Payroll Technician
- 17 Accounting Specialist III

RANGE HUMAN RESOURCES

- 22 Credential Technician
- 20 Risk Management Specialist
- 16 Human Resources Technician
- 13 Human Resources Assistant

RANGE INSTRUCTIONAL SUPPORT

- 43 School Occupational Therapist
- 29 Music Instructor
- 29 Arts Instructor
- 26 Speech-Language Pathology Assistant
- 19 Paraeducator - Hearing Impaired (Sign Language)
- 18 Health Care Technician
- 12 Paraeducator - Special Education
- 9 Adaptive Technology Specialist
- 9 Paraeducator - Hearing Impaired (Oral Speech)
- 9 Registered Behavior Technician
- 7 Expanded Learning Specialist
- 6 Infant Program Assistant
- 5 Instructional Assistant - Special Ed. (RSP)
- 5 Instructional Physically Handicapped Assistant
- 4 Paraeducator - General Education

RANGE MAINTENANCE/OPERATIONS

- 25 Grounds Maintenance Lead
- 22 Electrician
- 21 Heating, Ventilation, & Air Conditioning Technician
- 21 Plumber
- 20 Locksmith
- 18 Facilities Materials Specialist
- 18 Grounds Maintenance Specialist
- 18 Irrigation Specialist
- 17 Maintenance Worker II
- 13 Grounds Equipment Operator
- 13 Lead Custodian
- 11 Security/Maintenance Worker (N)
- 10 Grounds Maintenance Worker I
- 8 Custodian

RANGE PURCHASING/GRAPHICS/WAREHOUSE

- 20 Buyer
- 19 Reprographics Coordinator
- 15 Reprographics Technician
- 14 Shipping/Receiving Clerk/Delivery Driver
- 10 Warehouse Worker/Delivery Driver
- 8 Instructional Materials Warehouse Attendant/Driver

RANGE TECHNOLOGY

- 38 Network Systems Analyst
- 32 Information Technology Project Coordinator
- 32 Site Technology Coordinator
- 28 Information Technology Support Specialist
- 28 Technology Services Technician
- 22 Information Systems Data Technician

RANGE TRANSPORTATION

- 21 Vehicle & Equipment Mechanic
- 19 Transportation Router/Scheduler
- 15 Transportation Dispatcher/Scheduling Assistant
- 14 Bus Driver/Mechanic Assistant
- 13 Bus Driver
- 13 Cover Bus Driver/Office Assistant
- 6 Transportation Driver

RANGE OTHER

- 1 Campus Assistant

RANGE EXEMPT

- \$16.50 AVID Tutors



(effective 07/01/2025)

	Step A	Step B	Step C	Step D	Step E
Range 1	\$ 3,211.99	\$ 3,372.59	\$ 3,541.22	\$ 3,718.29	\$ 3,904.20
Range 2	\$ 3,295.08	\$ 3,459.83	\$ 3,632.82	\$ 3,814.46	\$ 4,005.19
Range 3	\$ 3,375.19	\$ 3,543.95	\$ 3,721.15	\$ 3,907.20	\$ 4,102.57
Range 4	\$ 3,458.27	\$ 3,631.19	\$ 3,812.74	\$ 4,003.38	\$ 4,203.55
Range 5	\$ 3,547.29	\$ 3,724.65	\$ 3,910.89	\$ 4,106.43	\$ 4,311.75
Range 6	\$ 3,628.89	\$ 3,810.33	\$ 4,000.85	\$ 4,200.89	\$ 4,410.93
Range 7	\$ 3,720.87	\$ 3,906.91	\$ 4,102.26	\$ 4,307.37	\$ 4,522.74
Range 8	\$ 3,811.37	\$ 4,001.94	\$ 4,202.03	\$ 4,412.14	\$ 4,632.74
Range 9	\$ 3,904.84	\$ 4,100.08	\$ 4,305.08	\$ 4,520.34	\$ 4,746.35
Range 10	\$ 3,999.79	\$ 4,199.78	\$ 4,409.76	\$ 4,630.25	\$ 4,861.77
Range 11	\$ 4,103.64	\$ 4,308.82	\$ 4,524.26	\$ 4,750.47	\$ 4,988.00
Range 12	\$ 4,200.07	\$ 4,410.08	\$ 4,630.58	\$ 4,862.11	\$ 5,105.21
Range 13	\$ 4,305.41	\$ 4,520.68	\$ 4,746.71	\$ 4,984.05	\$ 5,233.25
Range 14	\$ 4,409.26	\$ 4,629.72	\$ 4,861.21	\$ 5,104.27	\$ 5,359.48
Range 15	\$ 4,523.50	\$ 4,749.67	\$ 4,987.16	\$ 5,236.51	\$ 5,498.34
Range 16	\$ 4,628.83	\$ 4,860.27	\$ 5,103.29	\$ 5,358.45	\$ 5,626.37
Range 17	\$ 4,747.52	\$ 4,984.90	\$ 5,234.14	\$ 5,495.85	\$ 5,770.64
Range 18	\$ 4,860.27	\$ 5,103.29	\$ 5,358.45	\$ 5,626.37	\$ 5,907.69
Range 19	\$ 4,989.35	\$ 5,238.81	\$ 5,500.76	\$ 5,775.79	\$ 6,064.58
Range 20	\$ 5,103.58	\$ 5,358.76	\$ 5,626.70	\$ 5,908.04	\$ 6,203.44
Range 21	\$ 5,231.17	\$ 5,492.73	\$ 5,767.37	\$ 6,055.74	\$ 6,358.53
Range 22	\$ 5,363.21	\$ 5,631.38	\$ 5,912.94	\$ 6,208.59	\$ 6,519.02
Range 23	\$ 5,501.19	\$ 5,776.25	\$ 6,065.06	\$ 6,368.31	\$ 6,686.73
Range 24	\$ 5,631.75	\$ 5,913.33	\$ 6,209.00	\$ 6,519.45	\$ 6,845.42
Range 25	\$ 5,769.72	\$ 6,058.21	\$ 6,361.12	\$ 6,679.17	\$ 7,013.13
Range 26	\$ 5,909.18	\$ 6,204.64	\$ 6,514.87	\$ 6,840.61	\$ 7,182.64
Range 27	\$ 6,061.99	\$ 6,365.09	\$ 6,683.34	\$ 7,017.51	\$ 7,368.39
Range 28	\$ 6,208.87	\$ 6,519.31	\$ 6,845.28	\$ 7,187.54	\$ 7,546.92
Range 29	\$ 6,363.16	\$ 6,681.32	\$ 7,015.39	\$ 7,366.15	\$ 7,734.46
Range 30	\$ 6,510.04	\$ 6,835.54	\$ 7,177.32	\$ 7,536.18	\$ 7,912.99
Range 31	\$ 6,680.65	\$ 7,014.68	\$ 7,365.42	\$ 7,733.69	\$ 8,120.37
Range 32	\$ 6,833.46	\$ 7,175.14	\$ 7,533.89	\$ 7,910.59	\$ 8,306.12
Range 33	\$ 7,012.98	\$ 7,363.63	\$ 7,731.81	\$ 8,118.40	\$ 8,524.32
Range 34	\$ 7,177.66	\$ 7,536.54	\$ 7,913.37	\$ 8,309.04	\$ 8,724.49
Range 35	\$ 7,360.14	\$ 7,728.15	\$ 8,114.56	\$ 8,520.28	\$ 8,946.30
Range 36	\$ 7,533.72	\$ 7,910.41	\$ 8,305.93	\$ 8,721.22	\$ 9,157.29
Range 37	\$ 7,731.04	\$ 8,117.59	\$ 8,523.47	\$ 8,949.65	\$ 9,397.13
Range 38	\$ 7,910.56	\$ 8,306.08	\$ 8,721.39	\$ 9,157.46	\$ 9,615.33
Range 39	\$ 8,113.81	\$ 8,519.50	\$ 8,945.47	\$ 9,392.75	\$ 9,862.39
Range 40	\$ 8,305.19	\$ 8,720.45	\$ 9,156.48	\$ 9,614.30	\$ 10,095.02
Range 41	\$ 8,520.32	\$ 8,946.33	\$ 9,393.65	\$ 9,863.33	\$ 10,356.50
Range 42	\$ 8,719.12	\$ 9,155.07	\$ 9,612.83	\$ 10,093.47	\$ 10,598.14
Range 43	\$ 8,946.11	\$ 9,393.41	\$ 9,863.09	\$ 10,356.24	\$ 10,874.05
Range 44	\$ 9,155.30	\$ 9,613.06	\$ 10,093.71	\$ 10,598.40	\$ 11,128.32

Employee Anniversary Increments:

Anniversary increments in the amount of \$111.25 shall be added to the monthly compensation of full-time classified employees at the beginning of the 7th, 10th, 15th, 20th, 25th and 30th years of service. This formula yields the following dollar values which shall be added to the monthly compensation of classified employees:

7 years of service:	\$111.25
10 years of service:	\$222.50
15 years of service:	\$333.75
20 years of service:	\$445.00
25 years of service:	\$556.25
30 years of service:	\$667.50

Night Shift Pay Differential:

Unit members who regularly work more than fifty (50) percent of their assigned duty time after six (6) p.m. will be compensated by an additional five (5) percent pay differential.

Bilingual Stipend:

Positions which have been designated as bilingual and for which there is not a specific minimum requirement of bilingual skill for all incumbents of the class shall receive a stipend of three (3) percent.

Classified Substitute Pay:

Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification.

AVID Tutor (exempt) \$16.50 per hour



(effective 07/01/2025)

	Step A	Step B	Step C	Step D	Step E
Range 1	\$ 18.53	\$ 19.46	\$ 20.43	\$ 21.45	\$ 22.52
Range 2	\$ 19.01	\$ 19.96	\$ 20.96	\$ 22.01	\$ 23.11
Range 3	\$ 19.47	\$ 20.45	\$ 21.47	\$ 22.54	\$ 23.67
Range 4	\$ 19.95	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.25
Range 5	\$ 20.47	\$ 21.49	\$ 22.56	\$ 23.69	\$ 24.88
Range 6	\$ 20.94	\$ 21.98	\$ 23.08	\$ 24.24	\$ 25.45
Range 7	\$ 21.47	\$ 22.54	\$ 23.67	\$ 24.85	\$ 26.09
Range 8	\$ 21.99	\$ 23.09	\$ 24.24	\$ 25.46	\$ 26.73
Range 9	\$ 22.53	\$ 23.65	\$ 24.84	\$ 26.08	\$ 27.38
Range 10	\$ 23.08	\$ 24.23	\$ 25.44	\$ 26.71	\$ 28.05
Range 11	\$ 23.68	\$ 24.86	\$ 26.10	\$ 27.41	\$ 28.78
Range 12	\$ 24.23	\$ 25.44	\$ 26.72	\$ 28.05	\$ 29.45
Range 13	\$ 24.84	\$ 26.08	\$ 27.39	\$ 28.75	\$ 30.19
Range 14	\$ 25.44	\$ 26.71	\$ 28.05	\$ 29.45	\$ 30.92
Range 15	\$ 26.10	\$ 27.40	\$ 28.77	\$ 30.21	\$ 31.72
Range 16	\$ 26.71	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46
Range 17	\$ 27.39	\$ 28.76	\$ 30.20	\$ 31.71	\$ 33.29
Range 18	\$ 28.04	\$ 29.44	\$ 30.91	\$ 32.46	\$ 34.08
Range 19	\$ 28.79	\$ 30.22	\$ 31.74	\$ 33.32	\$ 34.99
Range 20	\$ 29.44	\$ 30.92	\$ 32.46	\$ 34.09	\$ 35.79
Range 21	\$ 30.18	\$ 31.69	\$ 33.27	\$ 34.94	\$ 36.68
Range 22	\$ 30.94	\$ 32.49	\$ 34.11	\$ 35.82	\$ 37.61
Range 23	\$ 31.74	\$ 33.33	\$ 34.99	\$ 36.74	\$ 38.58
Range 24	\$ 32.49	\$ 34.12	\$ 35.82	\$ 37.61	\$ 39.49
Range 25	\$ 33.29	\$ 34.95	\$ 36.70	\$ 38.53	\$ 40.46
Range 26	\$ 34.09	\$ 35.80	\$ 37.59	\$ 39.47	\$ 41.44
Range 27	\$ 34.97	\$ 36.72	\$ 38.56	\$ 40.49	\$ 42.51
Range 28	\$ 35.82	\$ 37.61	\$ 39.49	\$ 41.47	\$ 43.54
Range 29	\$ 36.71	\$ 38.55	\$ 40.47	\$ 42.50	\$ 44.62
Range 30	\$ 37.56	\$ 39.44	\$ 41.41	\$ 43.48	\$ 45.65
Range 31	\$ 38.54	\$ 40.47	\$ 42.49	\$ 44.62	\$ 46.85
Range 32	\$ 39.42	\$ 41.40	\$ 43.47	\$ 45.64	\$ 47.92
Range 33	\$ 40.46	\$ 42.48	\$ 44.61	\$ 46.84	\$ 49.18
Range 34	\$ 41.41	\$ 43.48	\$ 45.65	\$ 47.94	\$ 50.33
Range 35	\$ 42.46	\$ 44.59	\$ 46.82	\$ 49.16	\$ 51.61
Range 36	\$ 43.46	\$ 45.64	\$ 47.92	\$ 50.32	\$ 52.83
Range 37	\$ 44.60	\$ 46.83	\$ 49.17	\$ 51.63	\$ 54.22
Range 38	\$ 45.64	\$ 47.92	\$ 50.32	\$ 52.83	\$ 55.47
Range 39	\$ 46.81	\$ 49.15	\$ 51.61	\$ 54.19	\$ 56.90
Range 40	\$ 47.92	\$ 50.31	\$ 52.83	\$ 55.47	\$ 58.24
Range 41	\$ 49.16	\$ 51.61	\$ 54.20	\$ 56.90	\$ 59.75
Range 42	\$ 50.30	\$ 52.82	\$ 55.46	\$ 58.23	\$ 61.14
Range 43	\$ 51.61	\$ 54.19	\$ 56.90	\$ 59.75	\$ 62.74
Range 44	\$ 52.82	\$ 55.46	\$ 58.23	\$ 61.15	\$ 64.20

Employee Anniversary Increments:

Anniversary increments in the amount of \$111.25 shall be added to the monthly compensation of full-time classified employees at the beginning of the 7th, 10th, 15th, 20th, 25th and 30th years of service. This formula yields the following dollar values which shall be added to the monthly compensation of classified employees:

7 years of service:	\$0.64
10 years of service:	\$1.28
15 years of service:	\$1.93
20 years of service:	\$2.57
25 years of service:	\$3.21
30 years of service:	\$3.85

Night Shift Pay Differential:

Unit members who regularly work more than fifty (50) percent of their assigned duty time after six (6) p.m. will be compensated by an additional five (5) percent pay differential.

Bilingual Stipend:

Positions which have been designated as bilingual and for which there is not a specific minimum requirement of bilingual skill for all incumbents of the class shall receive a stipend of three (3) percent.

Classified Substitute Pay:

Classified substitutes will be paid at Step A of the salary range of the classification they will be working. Retiree substitutes will be paid at the step and range they retired from if substituting within the same classification.

AVID Tutor (exempt) \$16.50 per hour



Recruitment Type: Dual Certification

Eligibility List No. 25-26:02

Director's Certification:

Established: 8/27/2025

Irrigation Specialist

Rank	Candidate ID	Expiration Date
1	56563059	8/27/2026



Recruitment Type: Dual Certification

Eligibility List No. 25-26:06

Director's Certification:

Established: 8/25/2025

Library Media Technician

Rank	Candidate ID	Expiration Date
1	61063473	8/25/2026
2	45035222	8/25/2026
3	36961920	8/25/2026
4	57003287	8/25/2026
5	18698290	8/25/2026
5	61012110	8/25/2026
6	50888709	8/25/2026
7	55725312	8/25/2026
8	51564027	8/25/2026

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



Recruitment Type: Dual Certification

Eligibility List No. 25-26:03;
24-25:131; 24-25:92;

Director's Certification:

Established: 8/11/2026

Paraeducator General Education

Rank	Candidate ID	Expiration Date
1	53502997	8/11/2026
1	14178615	8/11/2026
1	7529310	8/11/2026
2	58416364	8/11/2026
3	54016530	8/11/2026
3	58687924	8/11/2026
4	58104577	8/11/2026
5	60196521	8/11/2026
6	47222967	8/11/2026
6	62087891	7/23/2026
7	63510446	8/11/2026
8	63734136	8/11/2026
9	62717949	7/23/2026
9	19929493	8/11/2026
9	52973424	8/11/2026
10	48527861	3/19/2026
10	63029101	8/11/2026
11	53874501	8/11/2026
11	63616241	8/11/2026

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

12	60907152	8/11/2026
13	59658456	7/23/2026
13	63754193	8/11/2026
13	63053572	7/23/2026
14	55135092	6/10/2026
14	59240854	8/11/2026
15	36487420	8/11/2026

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



Recruitment Type: Dual Certification

Eligibility List No. 25-26:10;
24-25:119; 24-25:96;
24-25:69; 23-24:178

Director's Certification:

Established: 8/14/2025

Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	3127456	7/30/2026
2	50926345	5/7/2026
2	21416147	6/9/2026
2	20512174	1/27/2026
2	46872287	8/14/2026

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: September 11, 2025

Agenda Section: Section D: Reports/Other Information/Discussion Items

Revision of Rule 60.100.2 - Duration of Probationary (First Reading)

Background: Recent inquiries from newly hired classified managers raised questions regarding the use of vacation during their one-year probationary period. Upon review, the Director of Classified Human Resources found that the current Personnel Commission Rules address probationary periods for classified employees but do not include specific provisions for management or confidential employees.

To provide clarity and ensure alignment with *Education Code*, Rule 60.100.2 has been revised to:

- Clarify that management and confidential employees are subject to a one-year probationary period before attaining permanency.
- Specify that vacation benefits may begin accruing upon hire; however, consistent with Education Code § 45197(e), earned vacation shall not become a vested right nor be available for use until the completion of six (6) months of continuous employment with the District.
- Confirm that the six-month vacation vesting period does not confer permanent status, which remains contingent on successful completion of the full probationary period.
- Align the completion of probationary language with the current Collective Bargaining Agreement (CBA) to ensure consistency across the District.

RECOMMENDATION:

Staff recommends that the Personnel Commission reviews the revisions to Rule 60.100.2, Duration of Probationary, for first reading. The proposed changes align Commission rules with *Education Code* 45197(e) regarding vacation vesting and clarify probationary requirements to ensure consistency with the District's collective bargaining agreement.

ADDITIONAL MATERIALS:

Attached: [PC Item Probationary Period Updates 9.11.25.pdf](#)

PERSONNEL COMMISSION RULES & REGULATIONS

60.100 Probationary Period

60.100.1 Intent of Probationary Period

The initial probationary period is the last part of the selection process. Consequently, persons appointed from eligibility lists must successfully complete their probationary period in order for them to be considered both permanent and selected. Employees may be released at any time during their probationary period without cause. Until the successful completion of their initial probationary period, persons shall serve at the pleasure of their appointing authority.

60.100.2 Duration of Probationary

- A. A new employee appointed from an appropriate eligibility list shall serve a probationary period of six months or 130 days (whichever is longer) in one class before attaining permanency in the classified service. Employees in classifications designated by the Personnel Commission as management or confidential shall serve a probationary period of one (1) year (260 working days) in paid status prior to attaining permanent status.

Commented [FA1]: Management Probationary Period

A new employee who accepts a position in another classification prior to attaining permanency in the classified service must serve a full probationary period in the new classification. Similarly, a permanent employee who is promoted, demoted, or transferred into a different classification must also serve a probationary period in the new classification before attaining permanency in that class.

Credit toward completion of the probationary period shall be granted only for service in a regular position within the classification. Such credit shall include all time in paid status, including sick leave and paid holidays, and shall exclude time spent on unpaid leaves of absence.

Commented [FA2]: Alignment with CBA

- B. For management or confidential employees, vacation benefits may begin accruing upon hire. However, vacation shall not become a vested right nor be available for use until the employee has completed six (6) months of continuous employment with the District. The six-month vacation vesting period shall not be interpreted as conferring permanent status. Completion of the full probationary period remains a separate requirement for permanency in the classification.

Commented [FA3]: Vacation usage per education code Ed. Code 45197(e)

60.100.3 Rights of Probationary Employees

- A. A new employee who resigns in good standing during the initial probationary period shall, upon request, have his/her name restored in proper rank to the eligibility list. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee. If such employee is subsequently rehired, he/she shall commence a new probationary period.
- B. A new employee who is dismissed during an initial probationary period shall be notified in writing of the action taken. The person so dismissed shall not have the right of appeal.
- C. An employee who has attained permanent status in the Classified Service, and who has been promoted to a higher classification, accepted voluntary demotion through the transfer process, or voluntarily transferred from a related class on the same salary range who does not successfully complete a six (6) month probationary period in the new classification, may be returned during the probationary period to a position in his/her former class which is equivalent to the one held prior to the promotion. If a vacant position does not exist, the employee shall displace the least senior employee, by hours in class, in the classification formerly held with the same number of hours per

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60.100.2 Duration of Probationary

- A. A new employee appointed from an appropriate eligibility list shall serve a probationary period of six months or 130 days (whichever is longer) in one class before attaining permanency in the classified service. Employees in classifications designated by the Personnel Commission as management or confidential shall serve a probationary period of one (1) year (260 working days) in paid status prior to attaining permanent status.

Commented [FA1]: Management Probationary Period

A new employee who accepts a position in another classification ~~before~~ prior to attaining permanency in the classified service, must serve a full probationary period ~~of six months or 130 days (whichever is longer) in the new classification before attaining permanency with the District.~~ ~~A. Similarly, a permanent employee who has been promoted, demoted, or transferred from a related class on the same salary range shall into a different classification must also~~ serve a probationary period ~~of six months (130 working days) in the new class~~ classification before attaining permanency in that class.

~~Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from an appropriate eligibility list and shall include all approved vacation and paid holidays.~~

Commented [FA2]: Alignment with CBA

~~Credit toward completion of probation shall not include any sick leave or other paid or unpaid leave of absence, including PNS, industrial illness or accident leave, military leave with or without pay, vacation (promotional only), jury duty or any time worked in other capacities, as follows: (1) overtime; (2) temporary service in another classification; (3) subbing off track; (4) working in "extra help" assignments; (5) service in "limited term" or other temporary assignments.~~

~~For those classes designated by the Commission as supervisory, management or administrative, the probationary period shall be one year (260 working days) granted only for service in a regular position within the classification. Such credit shall include all time in paid status and subject to the same inclusions and exclusions outlined in 60.100.2.A, including sick leave and paid holidays, and shall exclude time spent on unpaid leaves of absence.~~

- For
B. management or confidential employees, vacation benefits may begin accruing upon hire. However, vacation shall not become a vested right nor be available for use until the employee has completed six (6) months of continuous employment with the District. The six-month vacation vesting period shall not be interpreted as conferring permanent status. Completion of the full probationary period remains a separate requirement for permanency in the classification.

Commented [FA3]: Vacation usage per education code Ed. Code 45197(e)

New Hires

Alatorre, Miguel	Accounting Specialist III, Budget and Finance 8 hrs./245 days	06/09/2025
Barragan, Alma L	Paraeducator Special Education, Pupil Services 5.75 hrs./183 days	08/18/2025
Becker, Jenna D	Human Resources Analyst, Personnel Commission 8 hrs./245 days	07/28/2025
Cano, Evelyn	Paraeducator General Education, Ramona School 6 hrs./183 days	08/18/2025
Cazares, Eliza M	Speech Language Pathology Assistant, Kamala School 8 hrs./183 days	08/18/2025
Cervantez, Rick A	Facilities Materials Specialist, Maintenance 8 hrs./245 days	06/09/2025
Cruz Ramos, Soledad I	After School Program Site Coordinator, Enrichment & Special Programs, 8 hrs./245 days	08/07/2025
DeHerrera, Danielle A	Mental Health Clinician, Special Education 8 hrs./221 days	06/17/2025
Escobedo, Andres	Custodian, Kamala School 5 hrs./245 days	06/16/2025
Herrera, Rebecca	Mental Health Clinician, Special Education 8 hrs./221 days	06/16/2025
Lam, Nadia M	Health Care Technician, Pupil Services 8 hrs./183 days	08/18/2025
Lira, Rafael	Custodian, Marshall School 5 hrs./245 days	06/23/2025
Macias, Miguel A	Custodian, Soria School 5 hrs./245 days	06/24/2025
Macumba Iribarren, Linda S	Transportation Driver, Transportation 5.5 hrs./183 days	08/18/2025
Madrid, Sabrina Y	Campus Assistant, Rose Ave. School 5.75 hrs./180 days	08/19/2025
Magaña, Karla	Para Special Education, Driffill School 5.75hrs./183 days	06/02/2025
Morales, Claudia I	Attendance Accounting Technician, Curren School 8 hrs./210 days	06/23/2025
Moran, Zenon	Transportation Driver, Transportation 8 hrs./183 days	08/18/2025
Pifko, Kristen E	Assistant Superintendent and Fiscal Services, Business Services 8 hrs./261 days	07/01/2025
Schultz, Ritchel L	Health Care Technician, Pupil Services 8 hrs./183 days	08/18/2025
Segura, Elizabeth Q	Speech Language Pathology Assistant, Fremont Academy 8 hrs./183 days	08/18/2025
Solis, Milo A	Transportation Driver, Transportation 8 hrs./183 days	08/18/2025
Valencia Capilla, Luis F	Custodian, Curren School 6 hrs./245 days	06/30/2025
Zambrano Ruiz, Karen	Office Assistant II, Sierra Linda School 8hrs./ 203 days	06/02/2025

Limited Term/Substitutes

Arevalo Alcaraz, Beatriz	Campus Assistant (Substitute)	07/15/2025
Arevalo Navarro, Ernesto	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Apolonio, Lizbeth	Campus Assistant (Substitute)	07/15/2025

Limited Term/Substitutes (cont.)

Carrillo, Leah I	Campus Assistant/Paraeducator (Substitute)	07/02/2025
Carrillo, Tereze	Campus Assistant/Clerical (Substitute)	07/15/2025
Del Toro, Anabel	Campus Assistant (Substitute)	07/15/2025
Daniel, Jessica S	Campus Assistant (Substitute)	07/15/2025
Garcia, Erica J	Campus Assistant (Substitute)	07/15/2025
Garcia, Julian A	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Gaxiola, Ernesto A	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Gomez, Luiz C	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Gonzalez, Daisy	Campus Assistant (Substitute)	07/09/2025
Gonzalez Gonzalez, Norma	Child Nutrition Worker (Substitute)	05/27/2025
Hurtado, Alexis E	Clerical (Substitute)	07/11/2025
Jackson, Robert W	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Jacobo, Guadalupe	Paraeducator (Substitute)	07/21/2025
Jasso, Fatima	Paraeducator (Substitute)	07/02/2025
Lucero, Johnna S	Campus Assistant (Substitute)	07/15/2025
Menintasis, Norma S	Campus Assistant (Substitute)	07/15/2025
Moore, Sabrina L	Clerical (Substitute)	07/25/2025
Moreno, Giselle N	Campus Assistant (Substitute)	07/15/2025
Mota, Susana	Campus Assistant/Clerical (Substitute)	07/15/2025
Olvera, Juan	Campus Assistant (Substitute)	08/18/2025
Perez, Marina	Paraeducator (Substitute)	06/25/2025
Perez Huichapan, Jesus S	Clerical (Substitute)	07/24/2025
Preciado, Emmoni	Clerical (Substitute)	07/25/2025
Pulido, Tanya	Clerical (Substitute)	07/11/2025
Reyes, Orlando	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Rivas, Ivan	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Rivera Jr, Lisandro J	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Rosales, Tatianna A	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Rosales Sandoval, Angie	Paraeducator (Substitute)	07/16/2025
Ruiz, Stephany	Paraeducator (Substitute)	06/30/2025
Sanchez, Abigail A	Clerical (Substitute)	07/25/2025
Serena Leyva, Adrian	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Toledano, Jose M	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025
Valdez Gutierrez, Maria D	Child Nutrition Worker (Substitute)	05/27/2025
Vasquez, Ginger P	Clerical (Substitute)	07/25/2025
Villagomez, Juan J	Campus Assistant (Substitute)	08/18/2025
Xicotencatl, Lidia	Paraeducator (Substitute)	06/05/2025
Zendejas, Raymond A	Custodian/Grounds/Maintenance/Warehouse (Substitute)	07/24/2025

Reinstatements

Paz, Lorena D	Office Assistant II, Rose Avenue School 8 hrs./203 days	06/23/2025
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Promotions

Chinas, Mayte B	Outreach Specialist, Educational Services 8 hrs./ 180 days Secretary, Equity, Family, Community Engagement 8 hrs./ 245 days	07/25/2025
Garcia, Darlene E	Paraeducator Special Education, Special Education 5.75 hrs./183 days Registered Behavior Technician, Special Education 8 hrs./203 days	06/02/2025
Saadati, Victoria	Paraeducator Special Education, Special Education 5.75 hrs./183 days Paraeducator General Education, Pupil Services 5.75 hrs./183 days	08/18/2025
Severiano Vico, Adalilia	Speech Language Pathology Assistant, Marina West School 8 hrs./183 days Paraeducator Special Education, Soria School 5.75 hrs./183 days	06/04/2025
Tapia, Natalie M	Speech Language Pathology Assistant, Rose Avenue School 8 hrs./183 days Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	08/18/2025

Transfers

Burga, Kevin R	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	08/18/2025
Cameron, Rosa M	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	08/18/2025
Diaz, Imelda	Paraeducator General Education, Rose Ave. School 4 hrs./183 days	08/18/2025
Granados Ramos, Adalberto	Custodian, Lemonwood School 8 hrs./245 days	06/23/2025
Guerrero, Francisco S	Maintenance Worker II, Facilities 8 hrs./245 days	06/16/2025
Guzman, Julissa	Custodian, San Miguel School 8 hrs./245 days	07/01/2025
Macias, Miguel A	Custodian, Facilities 8 hrs./245 days	07/14/2025
Michel-Horta, Elvia L	Health Care Technician, Pupil Services 7 hrs./183 days	07/01/2025
Orejel, Judith	School Office Manager, Brekke School 8 hrs./210 days	08/05/2025
Oseguera, Matthew C	Custodian, Frank Academy 8 hrs./245 days	06/09/2025
Perdomo, Catherine A	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	08/18/2025
Ponce, Mayra	Campus Assistant, Lopez Academy 5.75 hrs./180 days	08/19/2025
Rivas, Christopher	Custodian, Facilities 8 hrs./245 days	06/16/2025
Solis, Bertha	Campus Assistant, Lopez Academy 4 hrs./180 days	08/19/2025
Tapia, Ruby	Paraeducator Special Education, Rose Ave. School 5.75 hrs./183 days	06/04/2025

Transfers (cont.)

Vazque, Jose J	Paraeducator Special Education, Pupil Services 5.75 hrs./183 days	07/21/2025
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Leaves of Absence

Cortes, Esmeralda	Paraeducator Special Education, Pupil Services 5.75 hrs./183 days	06/18/2026
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Medical Layoff

10523	Child Nutrition Worker, Child Nutrition Services 5 hrs./185 days	06/13/2025
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Probation Release

13137	Custodian, Marina West School 5 hrs./245 days	07/17/2025
13141	Campus Assistant, Lemonwood School 5.75 hrs./180 days	07/18/2025
8940	Paraeducator Special Education, San Miguel School 5.75 hrs./183 days	06/05/2025

Resignations

Barragan, Ivan M	Paraeducator Special Education, Drifill School 5.75 hrs./183 days	07/17/2025
DeWitt, Joy N	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	06/06/2025
Elias, Isabel V	Library Media Technician, Harrington School 5 hrs./190 days	07/21/2025
Escobedo, Andres	Custodian, Kamala School 5 hrs./245 days	06/17/2025
Flores, Marcella C	School Office Manager, Brekke School 8 hrs./210 days	08/01/2025
Gonzalez, Pilar	Paraeducator Special Education, San Miguel School 5.75 hrs./183 days	06/19/2025
Guevara, Rebeckah C	Paraeducator Special Education, McAuliffe School 5.75 hrs./183 days	07/22/2025
Herrera Jr., Jesus	Paraeducator General Education, Chavez School 8 hrs./183 days	08/18/2025
Janes, Malissa A	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	06/19/2025
Licudine, Jann R	School Occupational Therapist, Special Education 8 hrs./ 203 days	06/06/2025
Lopez Rodriguez, Vivian N	Campus Assistant, Curren. School 5.75 hrs./180 days	05/29/2025
Maldonado, Adriana A	Paraeducator Special Education, San Miguel School 5.75 hrs./183 days	06/19/2025
Marquez, Miguel De Jesus	Paraeducator General Education, McAuliffe School 6 hrs./183 days	06/19/2025
Orozco, Dalila	Campus Assistant, Lemonwood School 5.75 hrs./180 days	06/19/2025
Sotelo, Julian M	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	06/02/2025
Tougas, Laura A	Paraeducator Special Education, Frank Academy 5.75 hrs./183 days	07/18/2025

Resignations (cont.)

Trinidad, Tyra A	Library Media Technician, Sierra Linda School 5 hrs./190 days	07/18/2025
Viveros, Janelli	Adaptive Technology Specialist, Marshall School 8 hrs./183 days	07/31/2025

Retirements

Chavez Mendoza, Maria T	Campus Assistant, Lopez Academy 5.75 hrs./180 days	06/19/2025
Cruz, Josephine B	Child Nutrition Worker, Child Nutrition Services 5 hrs./185 days	06/30/2025
Escalante, Angela	Paraeducator General Education, Chavez School 1.5 hrs./183 days	07/31/2025
Mize, Diane T	Mental Health Manager, Pupil Services 8 hrs./245 days	06/18/2025
Ortiz, Jill M	Child Nutrition Coordinator, McAuliffe School 8 hrs./189 days	07/04/2025